

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **PRINCIPAL PLANNER**

DEPARTMENT: **PLANNING**

BASIC FUNCTION:

Under general direction, to assume supervisory responsibility for major planning programs as assigned; to assist in the coordination of the daily departmental administrative activities and supervision of other professional and technical staff; to perform professional planning work; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Provide supervision and guidance for other professional staff and participate in the conduct of complex studies relating to the social, economic and physical development of the community.

Develop and implement work plans for complex projects and programs.

Assist in coordinating a program of staff assistance to the Planning Commission and other commissions and committees in planning matters, including the preparation of reports and recommendations.

Assist in developing policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Coordinate routine departmental purchasing, personnel, budget and related administrative activities.

Make oral presentations concerning planning programs and development projects to Planning Commission and to the City Council and other boards and commissions as required.

Make authoritative interpretations of applicable regulations and policies.

Respond to difficult citizen complaints and requests for information.

Represent the City at community or professional meetings; make presentations as required.

Meet with developers, architects, engineers and others involved in privately sponsored residential, commercial and industrial projects; assist in the review and evaluation of project plans for conformance to established land use regulations, codes and policies.

Oversee the preparation of ordinances, resolutions and reports to the City Council, Planning Commission and others regarding departmental planning activities.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Coordinate program activities with other City departments and divisions, and with outside agencies.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and practices applicable to planning, redevelopment and housing programs.

Applicable federal, state and local laws and regulations.

Organization and functions of the various agencies involved in the planning process.

Principles and practices of organization, administration, budgeting and supervision.

Research methods and techniques and methods of report presentation.

Ability to:

Supervise, train and evaluate staff.

Manage day-to-day operations of planning activities.

Communicate clearly and concisely, orally and in writing.

Prepare and interpret ordinances and formulate land use and housing policies.

Collect and analyze data and develop complex plans and reports.

Develop and implement work plans for complex projects and programs.

Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in planning, public administration, community development, urban design or related field, and three years of increasingly responsible professional planning, redevelopment or housing experience with some experience in a supervisory or lead capacity.

A master's degree in planning, public administration, business administration or related field is desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings. Employees frequently travel to undeveloped areas of the City for field visits. Field sites may include construction sites, steep terrains, agricultural areas, and habitats of native flora and fauna, insects, native animals and endangered species.

This is an at-will Management classification.

DATE APPROVED June 1999

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits